OCCUPATIONAL SAFETY

AND HEALTH

PROGRAM

PUBLIC LAW 91-596

- WILLIAM-STEIGER ACT OF 1970
- REQUIRES SAFE AND HEALTHFUL WORKING ENVIRONMENT
- REQUIRES EMPLOYERS AND EMPLOYEES TO FOLLOW SAFETY PROCEDURES

29 CFR 1960

- DEPARTMENT OF LABOR REGULATIONS ON FEDERAL EMPLOYEE OCCUPATIONAL SAFETY AND HEALTH PROGRAMS

- APPLIES TO:

  ALL FEDERAL (MILITARY AND CIVILIAN) PERSONNEL

29 CFR 1960

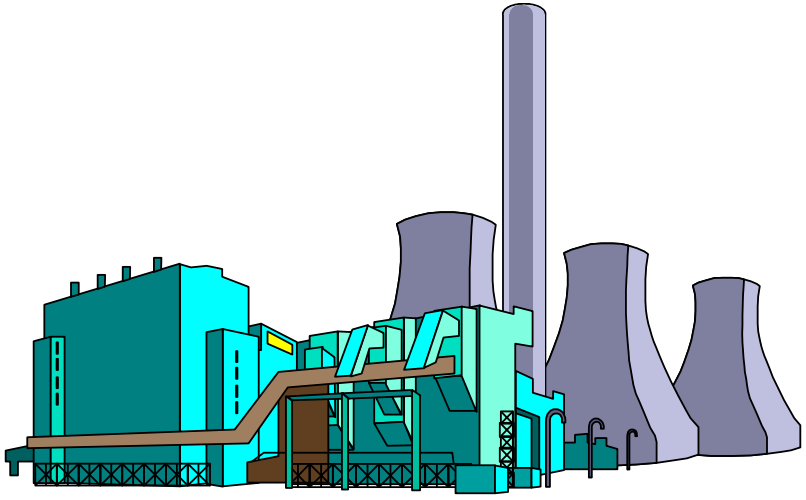
WHAT IT COVERS:

- Supervisor and employee responsibilities
- Compliance with OSHA Standards
- Inspection and abatement procedures
- Training of all personnel (from top management to the employee
- Recordkeeping and reporting requirements
- Evaluation of federal OSH program
- Field federal safety and health councils

29 CFR 1910

DEPARTMENT OF LABOR (DOL)

GENERAL INDUSTRY STANDARDS



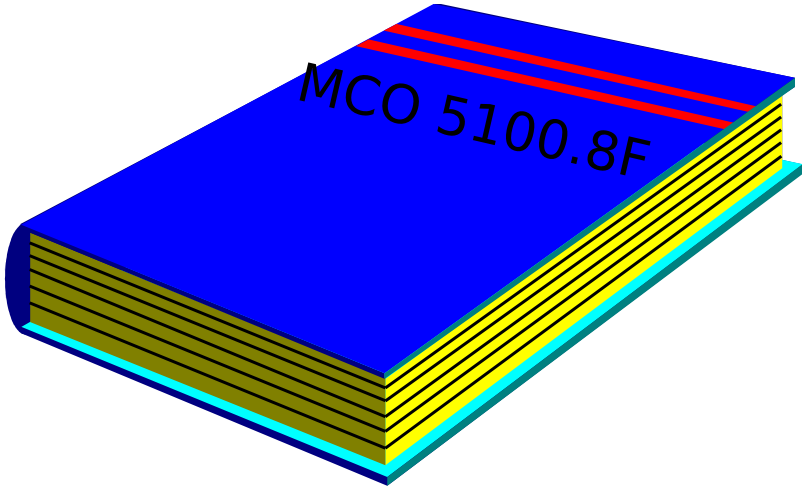
29 CFR 1910

WHAT IT COVERS:

Federal guidelines for the General Industry to include civilian and military personnel on various subjects such as hearing, asbestos, lead, hazardous materials, etc.

MCO 5100.8F

USMC GROUND OCCUPA-TIONAL SAFETY AND HEALTH (OSH) PROGRAM



MCO 5100.8F

WHO IT APPLIES TO:

All United States Marine Corps activities and personnel to include military, civil service and non-appropriated fund (MWR) civilians.

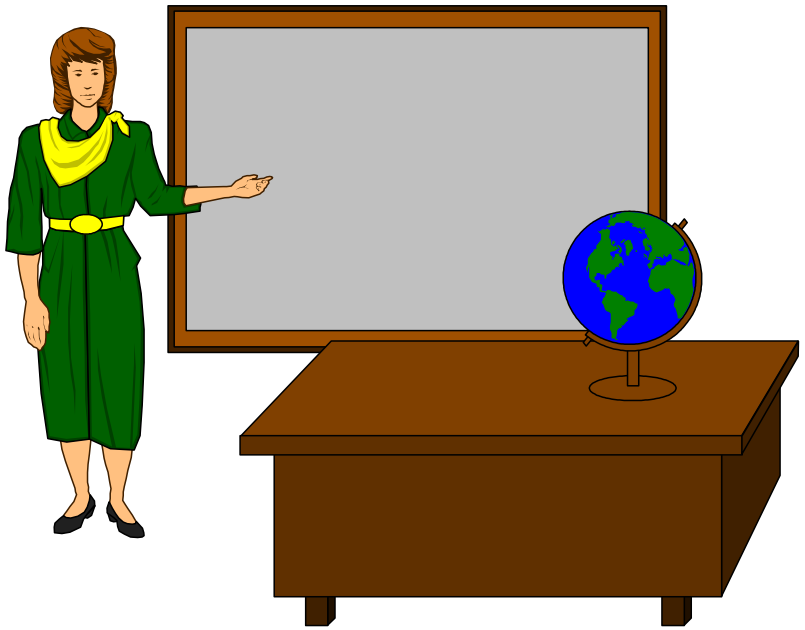
MCO 5100.8F

WHAT IT COVERS:

- Instructions for administering OSH program
- Safety inspections of the workplace
- Safety inspections of contractor workplaces
- Employee Reports of Unsafe/Unhealthful Working conditions
- Personal Protective Equipment (PPE)
- Sight Conservation Program

MCO 5100.29

MARINE CORPS SAFETY PROGRAM



MCO 5100.29

PROVIDES POLICY, ASSIGNS RESPONSIBILITY AND ESTABLISHES INSTRUCTIONS FOR THE ADMINISTRATION OF THE MARINE CORPS SAFETY PROGRAM

MCO 5100.29

MARINE CORPS COMMANDS AND ACTIVITIES SHALL:

- Implement all aspects of safety program
- Publish a command safety policy
- Establish a Safety Department
- Assign safety responsibilities to ***qualified*** safety and health specialists
- Conduct formal safety inspections at least annually

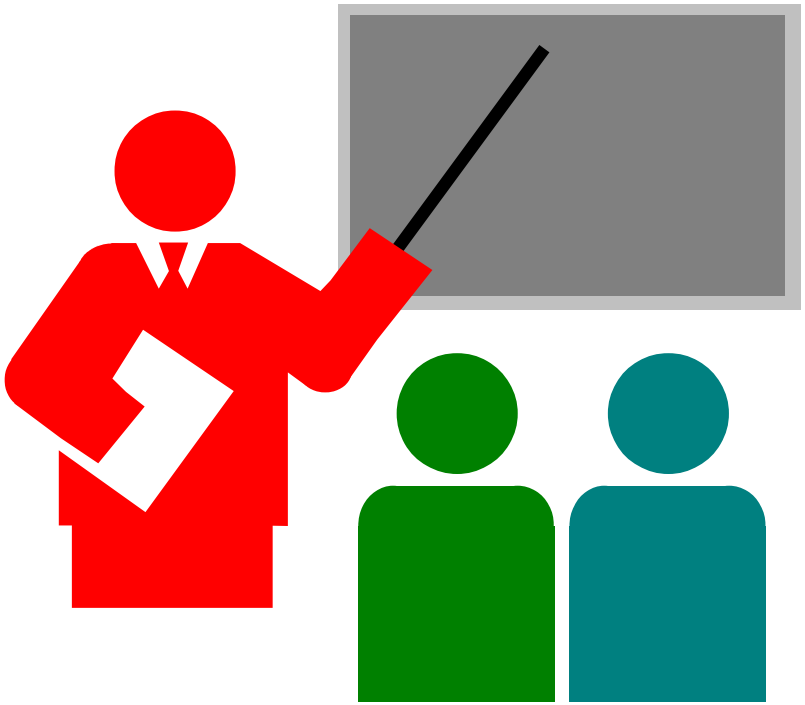
MCO 5100.29

- Incorporate hazard/risk awareness management
- Request Naval Safety Center for investigations
- Comply with all mishap investigation and reporting requirements
- Host-Tenant Relationships:
  - Tenant commands will adhere to the host's safety standards or the more stringent standard

MCO 4450-12

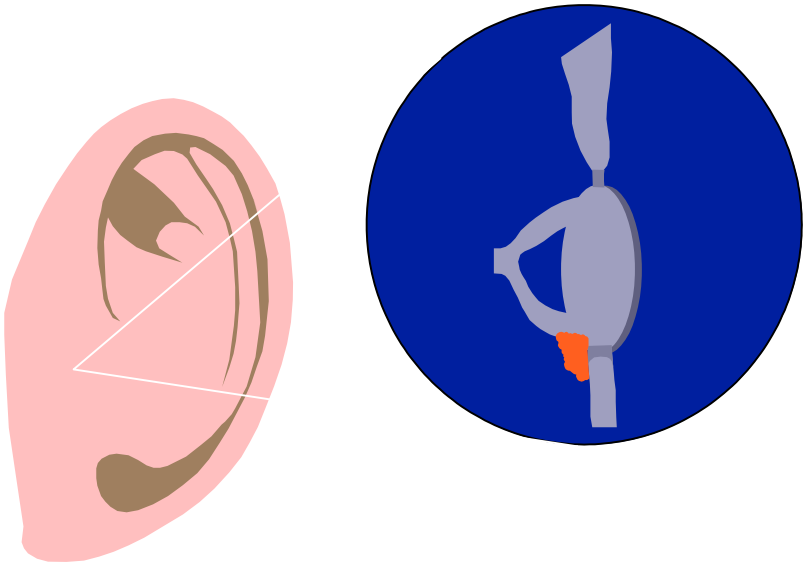
STORAGE AND HANDLING OF HAZARDOUS MATERIALS

MCO P5102.1



MARINE CORPS GROUND MISHAP REPORTING

MCO 6260.1D



MARINE CORPS HEARING CONSER-VATION PROGRAM

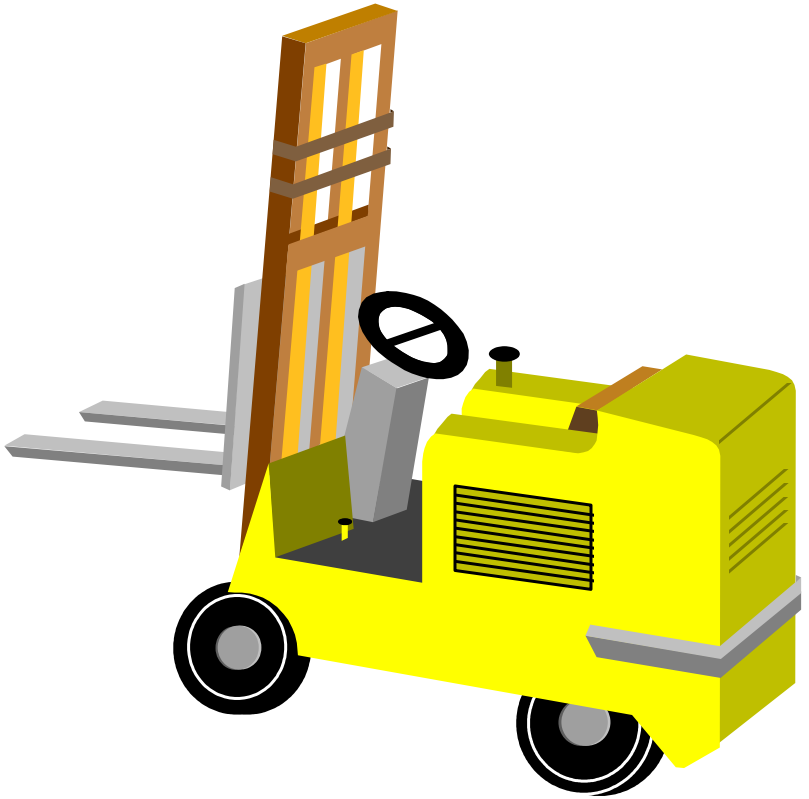
MCO 6260.1D

WHAT IT COVERS:

- Noise survey data
- Noise abatement procedures
- PPE Devices
- Hearing testing and medical evaluation
- Training
- Recordkeeping

MCO P11262.2

INSPECTION, TESTING AND CERTIFICATION OF TACTICAL GROUND LOAD LIFTING EQUIPMENT



MCO P11262.2

WHAT IT COVERS:

- Inspections
- Facilities
- Load Tests
- Logistics Vehicle System Special Instructions

MANAGING A SAFETY PROGRAM

- KNOWLEDGE OF MCO'S, FEDERAL REGULATIONS AND ALL OTHER APPLICABLE STANDARDS
- TRAINED AND KNOWLEDGEABLE CIVILIAN SAFETY MANAGER (018 series)
- ACTIVE DUTY COMPONENT (0-4 or above) (reference MCO 5100.8F)

OCCUPATIONAL SAFETY CHECKLIST

INDEX

- OSH Organization and Staffing
- OSH Performance Evaluation Procedures
- OSH Management Evaluation
- OSH Inspection Program
- OSH Deficiency Abatement Program
- OSH Training Program

OCCUPATIONAL SAFETY CHECKLIST

INDEX Page 2

- Employee Reports of Unsafe or Unhealthful Working Conditions
- Mishap Investigation and Reporting practices
- Safety Councils
- OSH Awards Program
- Weight Lifting Program

OCCUPATIONAL SAFETY CHECKLIST

INDEX Page 3

- Personal Protective Equipment (PPE)
- Sight Conservation Program
- Energy Control Program (Lockout/Tagout)
- Confined Space Entry Program
- Hazardous Materials Program
- Ergonomics Program

OCCUPATIONAL SAFETY CHECKLIST

INDEX Page 4

- Industrial Hygiene Program
- Medical Surveillance program
- Respiratory Protection Program
- Asbestos Control Program
- Hearing Conservation Program
- Radiofrequency Radiation Control Program

OCCUPATIONAL SAFETY CHECKLIST

INDEX Page 5

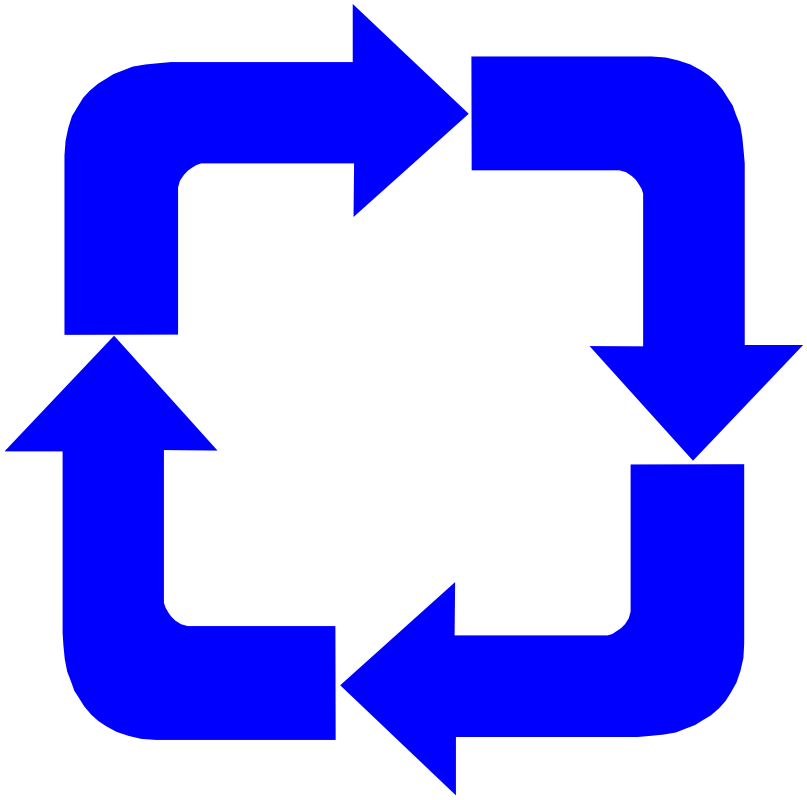
- Cadmium Control Program
- Laser Hazard Control Program
- Lead Control Program
- Pesticide Control Program

SAFETY ASSIST

SAFETY ASSIST PERFORMED BY NAVSAFECEN AT NO CHARGE TO THE COMMAND. ASSIST RESULTS BETWEEN COMMAND AND NAVSAFECEN ONLY.

SAFETY ASSIST

- GOOD TOOL TO GAUGE THE COMMAND'S SAFETY PERFORMANCE
- PROVIDES SELF EVALUATION GUIDE THROUGHOUT THE YEAR



EMPLOYEE REPORTS

OF UNSAFE OR UNHEALTHFUL WORKING CONDITIONS

UNSAFE/UNHEALTHFUL

PURPOSE:

- Reporting of an unsafe/unhealthful working condition at the earliest possible time to workplace supervisor

UNSAFE/UNHEALTHFUL

- Encourage oral notification to supervisor FIRST
- In lieu of oral notification or an employee desiring anonymity, he/she may file a written report with the station safety office
- Upon receipt of report the safety office shall notify the supervisor
- Within 5 working days after notification of supervisor, he/she shall advise the safety office in writing of corrective action taken

UNSAFE/UNHEALTHFUL

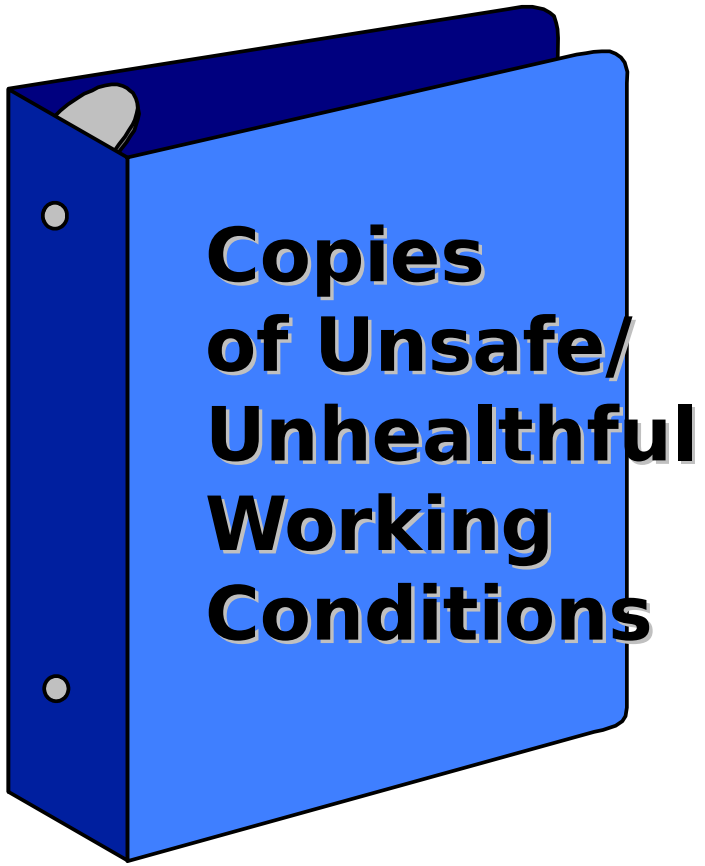
- The originator of the report shall be notified in writing with 10 working days of action taken

POSTING OF NOTICES:

- In all cases where employees are exposed to unsafe/unhealthful condition which are defined by safety office as “Serious” a notice signed by the Commanding Officer shall be posted in the vicinity of the hazardous condition.

UNSAFE/UNHEALTHFUL

- RETENTION OF RECORDS
  - » Copies of reports and records of action shall be retained for 5 years following the end of the calendar year to which they relate



UNSAFE/UNHEALTHFUL

- UNSAFE/UNHEALTHFUL WORKING CONDITIONS MUST BE POSTED ON AN OFFICIAL SAFETY OR REQUIRED READING BOARD ALONG WITH INSTRUCTIONS FOR FILLING OUT THIS FORM

INDUSTRIAL HYGIENE

INDUSTRIAL HYGIENE SURVEYS ARE CONDUCTED:

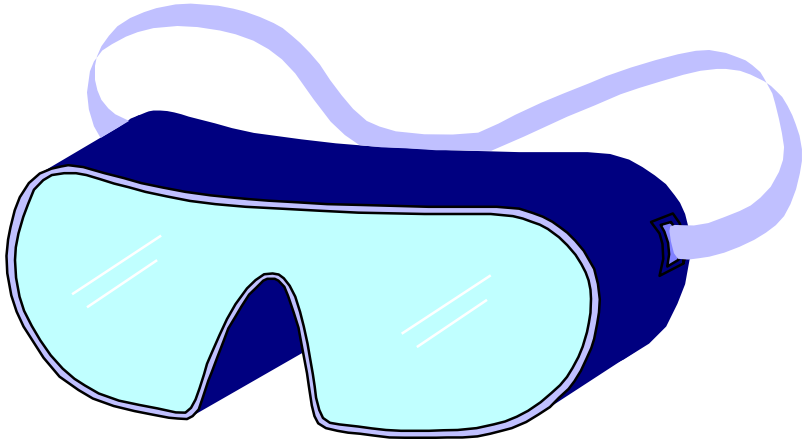
- ANNUALLY ON INDUSTRIAL ACTIVITIES
- WHENEVER NEW TASKS OR EQUIPMENT ARE PUT INTO OPERATION

INDUSTRIAL HYGIENE SURVEYS

- TASK ANALYSIS
- ENGINEERING CONTROLS
- ADMINISTRATIVE CONTROLS
- PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIREMENTS
- CHEMICAL IDENTIFICATION
- EXPOSURE LEVELS

PPE

- PERTAINS TO SPECIAL EQUIPMENT OR CLOTHING WORN FOR OCCUPATIONAL PROTECTION AGAINST BIOLOGICAL, CHEMICAL OR PHYSICAL HAZARDS.



PPE

- OCCUPATIONAL HAZARDS SHALL BE CONTROLLED THROUGH ENGINEERING OR ADMINISTRATIVE CONTROLS
- PPE SHALL BE THE LAST CHOICE FOR CONTROL OF A HAZARD
- PPE SHALL BE PROVIDED TO EMPLOYEES AT THE GOVERNMENT EXPENSE

PPE INCLUDES

- HAND PROTECTION
- EYE PROTECTION
- HEARING PROTECTION
- RESPIRATORY PROTECTION
- CLOTHING OR TYVEC COVERALLS
- SAFETY SHOES
  - Toe guards are not acceptable

SIGHT PROTECTION PROGRAM

- PROGRAM IS TO PROVIDE EYE PROTECTION AND EYE CORRECTION WHEN NECESSARY

  AND

SIGHT PROTECTION PROGRAM

- ELIMINATE EYE INJURIES
- ELIMINATE ACCIDENTS RESULTING FROM FAULTY VISION
- INCREASE PRODUCTION
- ELIMINATE WASTE CAUSED BY FAULTY VISION
- IMPROVE MORALE

SIGHT CONSERVATION PROGRAM

EYE HAZARD DETERMINATION COMMITTEE

- PURPOSE:
  - RESPONSIBLE FOR THE DETERMINATION OF EYE HAZARDOUS AREAS, PROCESSES AND OCCUPATIONS
- MEMBERS:
  - SAFETY/MEDICAL/OVERHAUL AND REPAIR/OPERATIONS AND SERVICES/SUPPLY/MAINTENANCE

SIGHT CONSERVATION PROGRAM

EYE HAZARD DETERMINATION COMMITTEE

- PROCEDURES:
  - Survey areas
  - Determine eye hazardous operations
  - Eye injury records studied
  - Recommendations to CO on eye hazard areas
- CO SHALL ISSUE DIRECTIVE ON THOSE IDENTIFIED AREAS
- EYE HAZARD SIGNS MUST BE POSTED

HEARING CONSERVATION PROGRAM

- GOAL IS TO PREVENT EMPLOYEES FROM SUFFERING HEARING LOSS DUE TO NOISE EXPOSURE

HEARING CONSERVATION PROGRAM

HEARING CONSERVATION PROGRAM SHALL INCLUDE THE FOLLOWING ELEMENTS:

- Monitoring noise hazardous areas
- Abatement of noise hazards by engineering controls
- Use of hearing protection as an interim measure until engineering controls are in place
- Periodic hearing tests of all personnel at risk
- Training

HEARING CONSERVATION PROGRAM

TRAINING SHALL INCLUDE:

- Effects of noise on hearing
- Use and care of PPE
- Purpose of audiometric testing
- Explanation of the audiometric test procedures

HEARING CONSERVATION PROGRAM

- AREAS DEFINED AS NOISE HAZARDOUS

  84 dBA or 140 dBP (impact noise)

- SHALL BE CLEARLY IDENTIFIED/POSTED WITH SIGNS LOCATED AT THEIR ENTRANCES OR BOUNDARIES
- POSTING AN ENTIRE BUILDING IS NOT RECOMMENDED UNLESS NEARLY ALL AREAS INSIDE ARE DESIGNATED AS NOISE HAZARDOUS

HEARING CONSERVATION PROGRAM

Noise hazard analyses and personnel exposure assessments shall be made by an industrial hygienist or other competent person working under the direction of an industrial hygienist

HEARING CONSERVATION PROGRAM

CONTROL MEASURES

- Engineering controls
- New equipment should have the lowest noise emission levels
- Acoustics shall be included in new facility plans
- Administrative controls
- Training

HEARING CONSERVATION PROGRAM

TRAINING

TRAINING IS CRUCIAL IN THE SUCCESS OF THE PROGRAM AND SHALL INCLUDE:

- Elements and rationale for program
- Effects of noise on hearing
- Purpose of hearing protectors
- Instructions on selection, fitting, use, care of hearing protectors

HEARING CONSERVATION PROGRAM

TRAINING

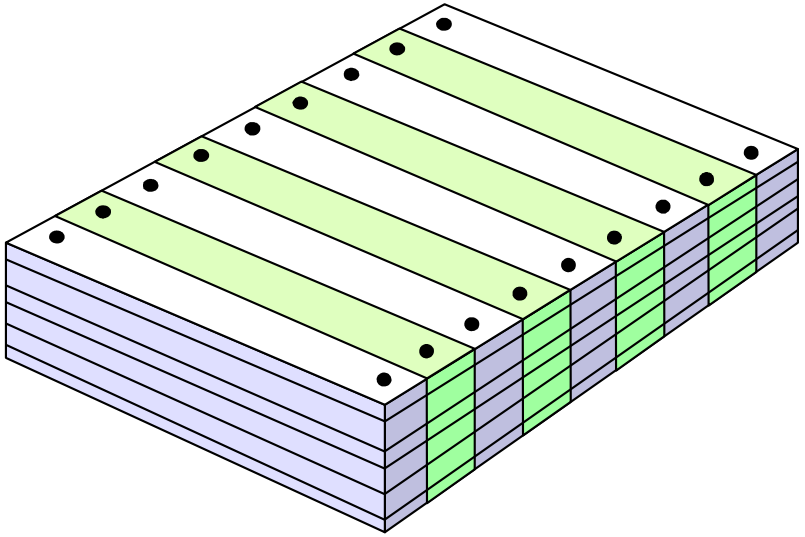
- Purpose of audiometric testing
- Encouragement to use hearing protectors

SHALL BE CONDUCTED ANNUALLY

HEARING CONSERVATION PROGRAM

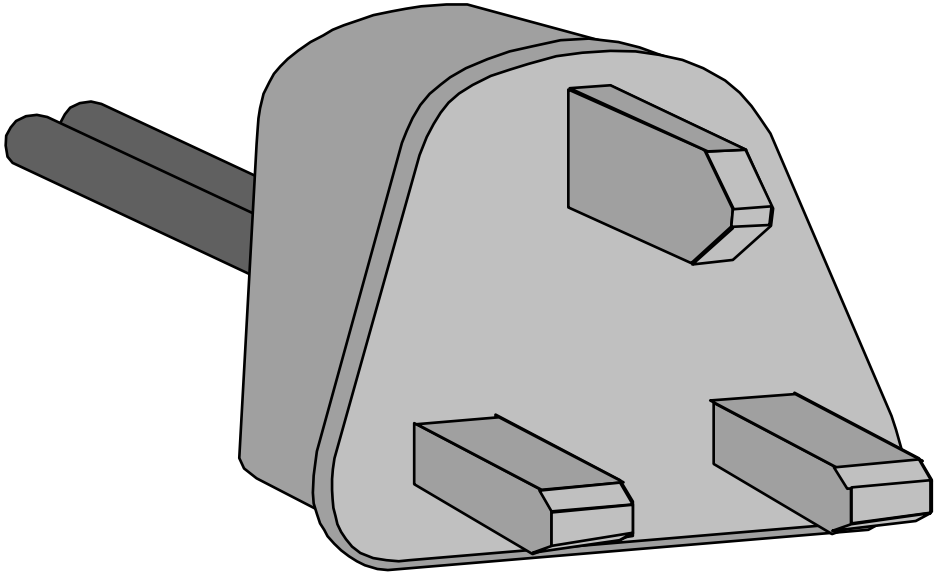
RECORDKEEPING

- Audiometric test data - Duration of employment plus 30 years
- Noise survey - 40 years
- Must keep:
  - Individuals monitoring records
  - Current inventory of designated noise hazardous areas



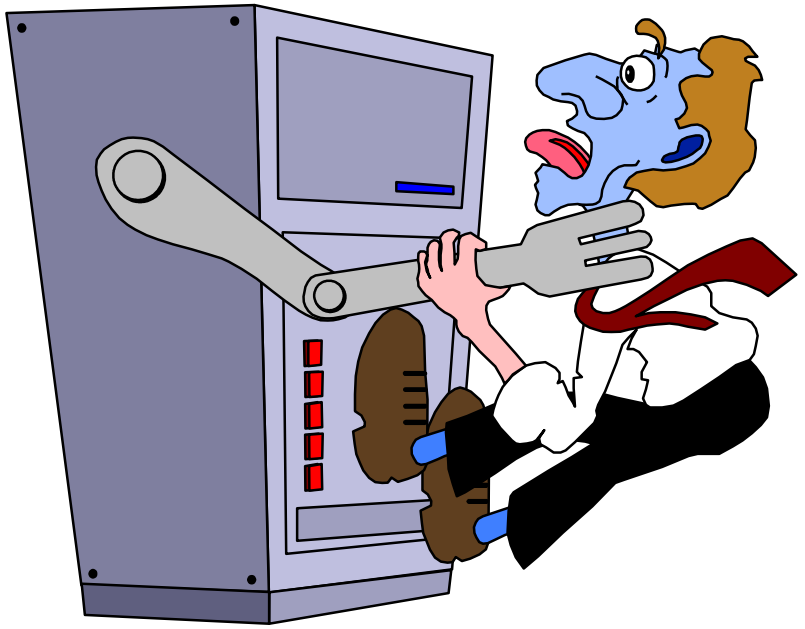
ENERGY CONTROL PROGRAM

LOCKOUT OR TAGOUT



INTRODUCTION

A HIGH NUMBER OF ACCIDENTS ARE CAUSED BY THE UNCONTROLLED RELEASE OF HAZARDOUS ENERGY



PURPOSE/PROCEDURES

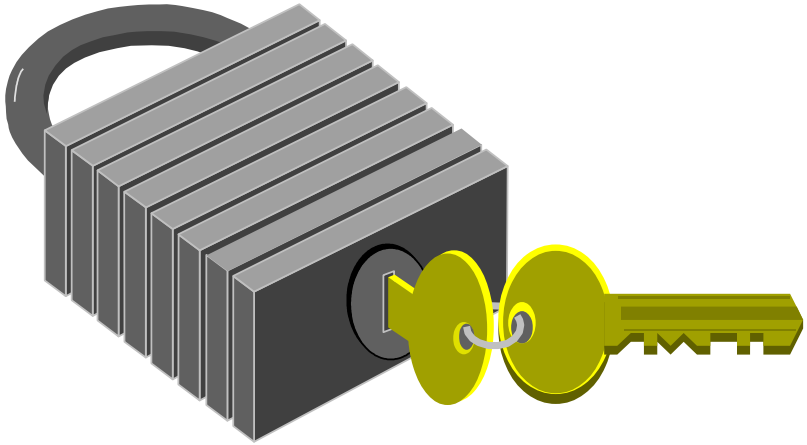
LOCKOUT/TAGOUT PROCEDURES ARE DESIGNED TO PREVENT NEEDLESS DEATHS AND SERIOUS INJURIES TO SERVICE AND MAINTENANCE PERSONNEL BY CONTROLLING HAZARDOUS

DOES NOT COVER

- Construction, Agriculture, Maritime
- Installations under control of electric utilities
- Oil and gas drill and servicing
- Work on cord and plug connected equipment
- Normal production operations
- Exposure to electrical hazards from work on, near or with conductors or equipment in electric utilization installations (See subpart S of 29 CFR 1910)
- Hot tap operations

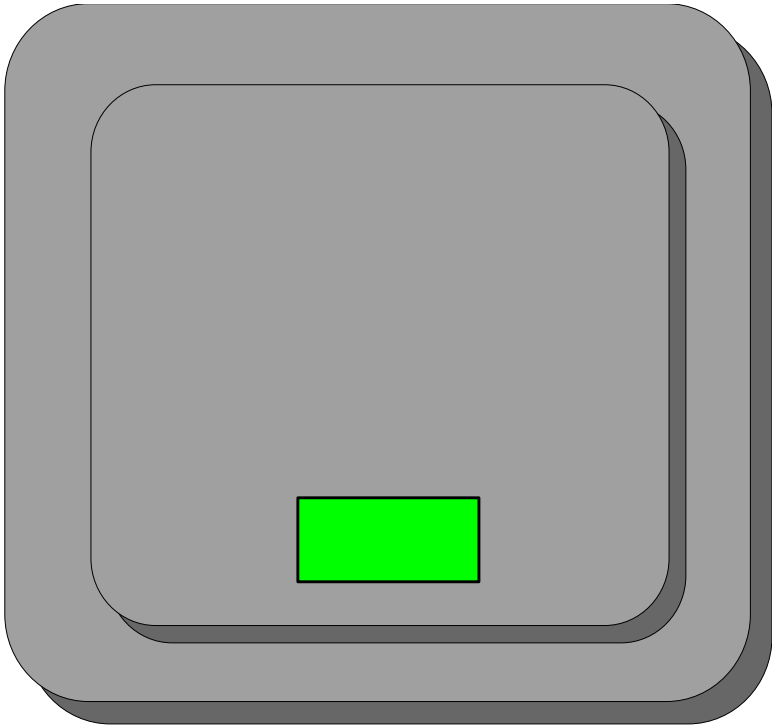
WHAT IS A LOCKOUT?

A LOCKOUT IS A METHOD OF KEEPING EQUIPMENT FROM BEING SET INTO MOTION AND ENDANGERING WORKERS

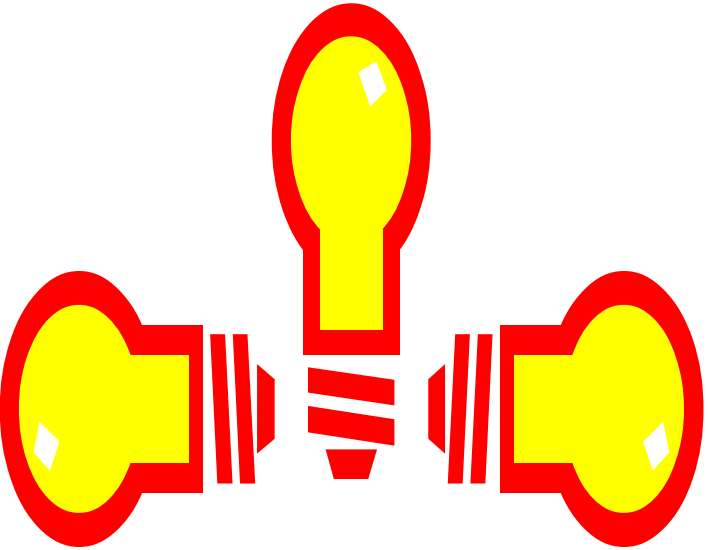


WHAT IS A TAGOUT?

THE ENERGY ISOLATING DEVICE IS PLACED IN THE SAFE/OFF POSITION AND A WRITTEN WARNING OR TAG IS ATTACHED TO IT



WHEN SHOULD YOU LOCKOUT OR TAGOUT?



WHENEVER PERFORMING SERVICE OR MAINTENANCE AROUND ANY MACHINE WHERE INJURY COULD BE SUSTAINED BY:

- Unexpected startup of the equipment
- Release of stored energy

EDUCATION

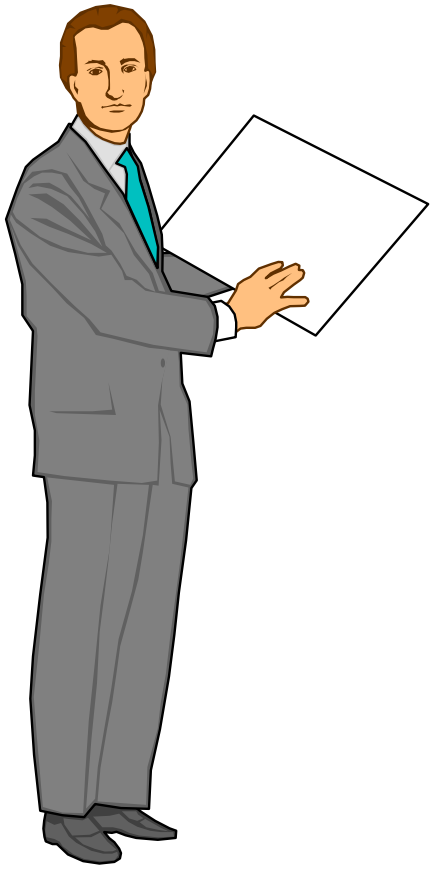
THERE ARE TWO WAYS TO MAKE SURE EMPLOYEES UNDERSTAND THE PROCEDURE FOR LOCKOUT/TAGOUT:

DOCUMENTATION

TRAINING

DOCUMENTATION

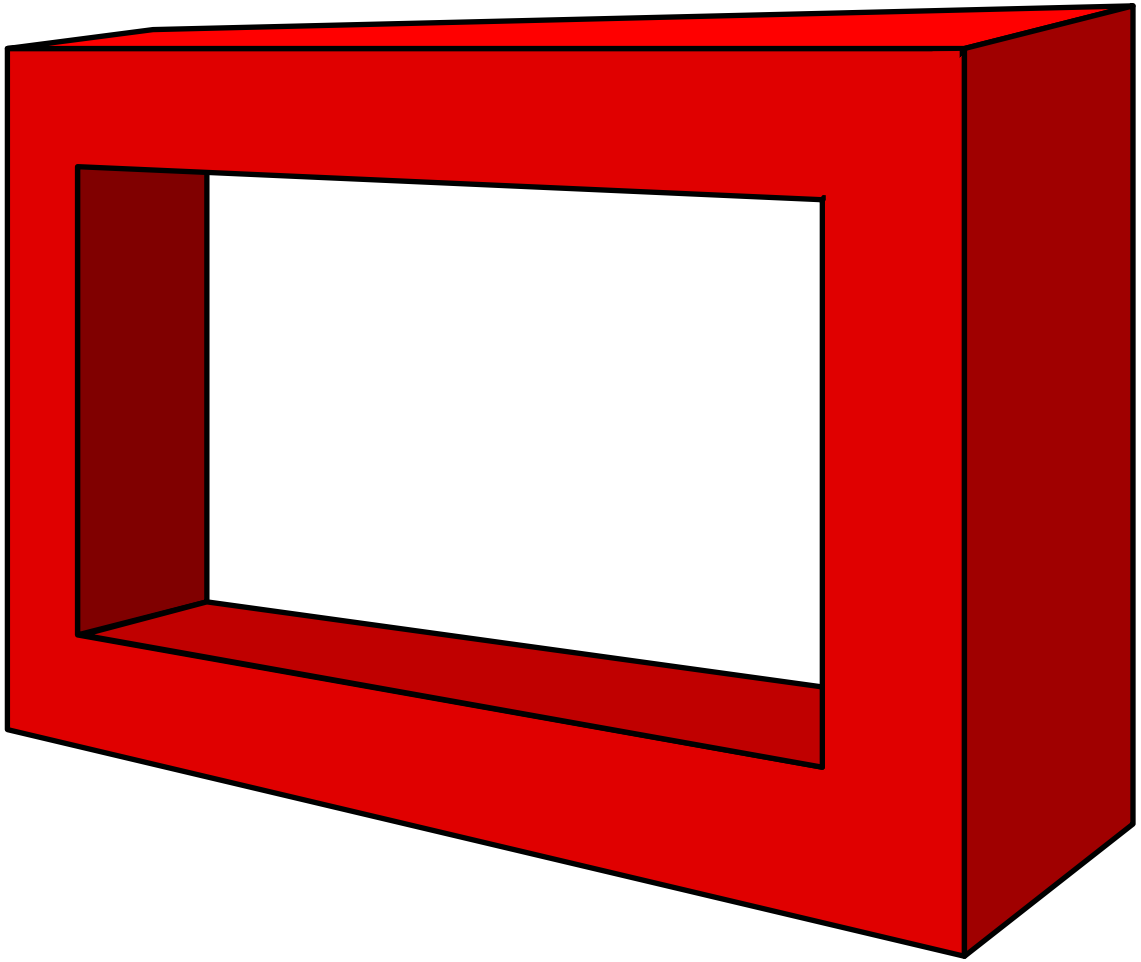
A WRITTEN STATEMENT OF YOUR DEPARTMENT'S ENERGY CONTROL PROGRAM PROCEDURES



WRITTEN PROGRAM

- SCOPE
- PURPOSE
- AUTHORIZATION
- RULES
- TECHNIQUES TO BE UTILIZED
- MEANS TO ENFORCE COMPLIANCE

CONFINED SPACE ENTRY



PURPOSE OF PROGRAM

- TO IDENTIFY & EXPOSE INHERENT DANGER OF CONFINED SPACES
- PROVIDE STRICT GUIDELINES TO PERSONNEL OPERATING IN A POTENTIALLY HAZARDOUS ENVIRONMENT
- GREATLY REDUCE THE RISK OF POTENTIAL INJURY AND/OR DEATH

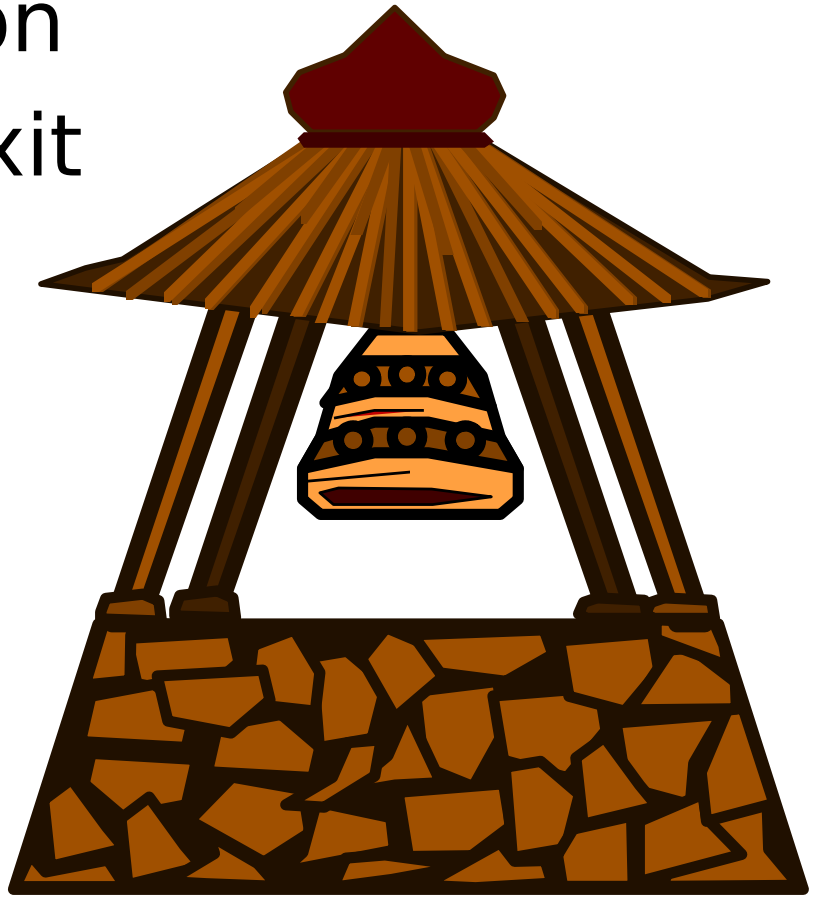
WHAT IS A CONFINED SPACE?

ENCLOSURES THAT ARE:

- Not designed for routine occupancy but large enough and so configured that personnel can enter to perform a job-related tasking
- Including breathing zone entry

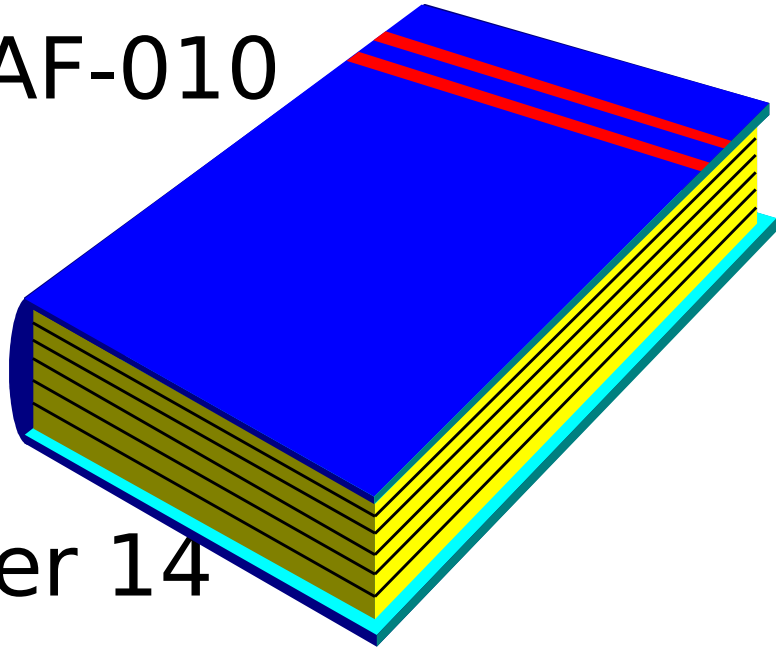
WHAT IS A CONFINED SPACE?

- Poor or no ventilation
- Restricted access/exit



STANDARDS

- 29 CFR 1910.146
- NAVSEA S6470-AA-SAF-010
- NAVAIR 01-1A-35
  (Aviation Gas Free
  Engineering)
- MCO 5100.8F, Chapter 14



BASIC ELEMENTS OF PROGRAM

THE CONFINED SPACE PROGRAM MANAGER/GAS FREE ENGINEER SHALL:

- Identify all confined spaces and Classify as Class I, II, or III
- Evaluate hazards for personnel
- Regulate and control access via permits

TRAINING REQUIREMENTS

- The Confined Space Program Manager/Gas Free Engineer shall successfully complete Course #SO-240, Confined space Safety or its equivalent
- Qualified assistant and technicians shall be trained and recommended for certification by the Confined Space Program Manager/Gas Free Engineer

TRAINING REQUIREMENTS

- Supervisors shall be successfully completed a Confined Space course
- Non-supervisory personnel to be trained by supervisors

CERTIFICATION AS CONFINED SPACE MANAGER/GAS FREE ENGINEER OR ASSISTANT CAN ONLY BE OBTAINED BY THE COMMANDING OFFICER

RISK ASSESSMENT CODES

MISHAP PROBABILITY		**A**	**B**	**C**	**D**
	I	1	1	2	3
HAZARD	**II**	1	2	3	4
SEVERITY	**III**	2	3	4	5
	IV	3	4	5	5

RISK ASSESSMENT CODES

HAZARD SEVERITY

I Death or permanent total disability

II Permanent partial disability or temporary total disability in excess of 3 months

III Lost workday mishap/compensable mishap

IV First aid or minor supportive medical treatment, or simply violation of standard

RISK ASSESSMENT CODES

MISHAP PROBABILITY

A Likely to occur immediately

B Probably will occur in time

C Possibly to occur in time

D Not likely to occur

RISK ASSESSMENT CODES

RISK ASSESSMENT CODE	
1	CRITICAL
2	SERIOUS
3	MODERATE
4	MINOR
5	NEGLIGIBLE

WHY CONDUCT SAFETY INSPECTIONS?

IDENTIFY POTENTIAL HAZARDS

ESTABLISH A GOOD ABATEMENT PLAN

Abatement is the elimination of a hazard

MARINE CORPS WORKPLACES

ALL WORKPLACES SHALL BE INSPECTED AT LEAST ANNUALLY. HIGH HAZARD AREAS MORE FREQUENTLY BASED ON ASSESSMENT OF EXPOSURE.

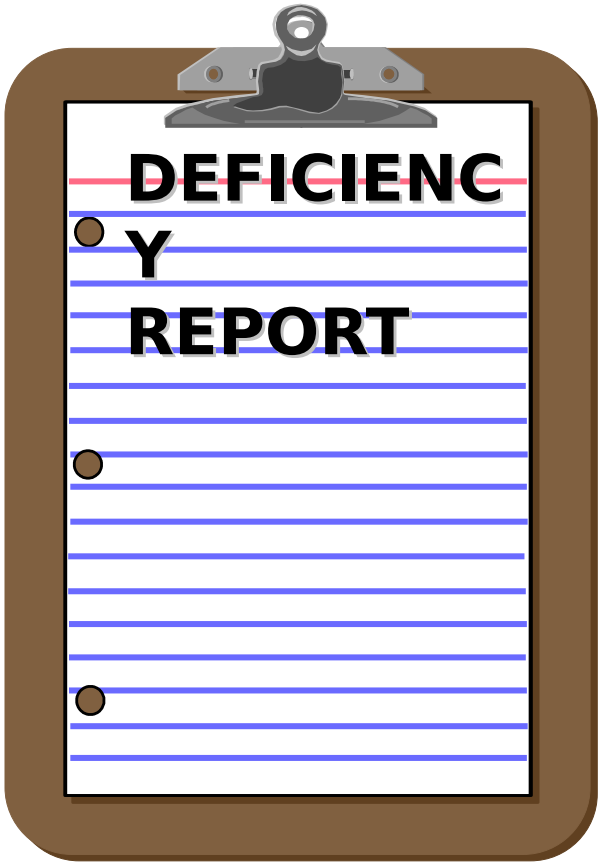
SAFETY INSPECTIONS

- QUALIFIED SAFETY AND HEALTH PERSONNEL SHALL CONDUCT INSPECTIONS
- INSPECTIONS SHALL NOT DISRUPT THE OPERATIONS OF THE WORKPLACE
- REPRESENTATIVE OF WORKPLACE (CIVILIANS - UNION REP) SHALL BE GIVEN OPPORTUNITY TO ACCOMPANY INSPECTOR

SAFETY INSPECTIONS

- INSPECTORS SHALL OUT-BRIEF OFFICIAL IN CHARGE
- WRITTEN DEFICIENCY REPORTS SHALL BE PROVIDED TO THE COMMANDING OFFICERS
- ***IMMINENT DANGER SITUATIONS SHALL BE BROUGHT TO THE IMMEDIATE ATTENTION OF SUPERVISORY PERSONNEL FOR NECESSARY PROMPT ACTION***

WRITTEN DEFICIENCY REPORTS



DEFICIENCY SHALL INCLUDE:

WRITTEN DEFICIENCY REPORTS

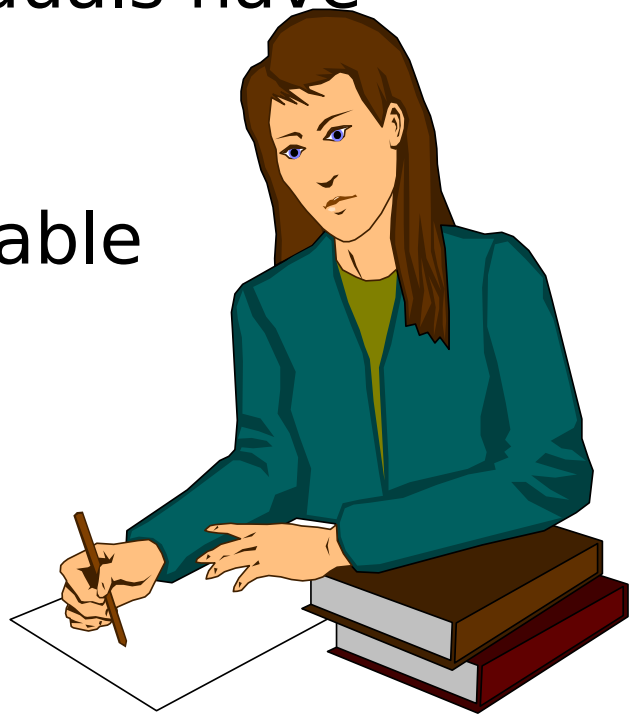
- I.D. # for tracking
- Organization
- Location of hazard
- Description of violation
- Standard Violated
- Risk Assessment Code
- Suggested Corrective Action
- Inspector's name
- Date of inspection
- Abatement Status to include:
  - Interim control measures
  - Project description to include estimated cost/date of completion
  - Corrections made to include date/cost
- Signature/phone of person verifying corrective action
- Comments for follow-up

ADMINISTRATIVE

The first portion of the safety inspection should be the administrative portion. This shall include looking at training records to ensure individuals have received required training.

The training records provide a valuable tool to the inspector before the field inspection is complete.

Where is the facility at and where is it going with Safety?



CONDUCTING THE INSPECTION

- THE INSPECTOR WILL CONDUCT A SITE INSPECTION LOOKING AT THE ITEMS LISTED ON THE PREVIOUS TWO PAGES
- ACCOMPANY THE INSPECTOR OR IF YOU ARE THE INSPECTOR, ASSIGN SOMEONE TO WALK WITH YOU AND TAKE NOTES
- OUTBRIEF SHOULD BE WITH THE SAFETY OFFICE FIRST TO DISCUSS ALL VIOLATIONS

CONDUCTING THE INSPECTION

- THE NEXT OUTBRIEF SHOULD BE WITH THE CO OR XO
- A SEPARATE DEFICIENCY REPORT FOR EACH VIOLATION SHOULD BE WRITTEN CITING STANDARDS AND RAC’s
- RESPOND WITHIN 30 DAYS TO THE INSPECTOR

MOST FREQUENT VIOLATIONS

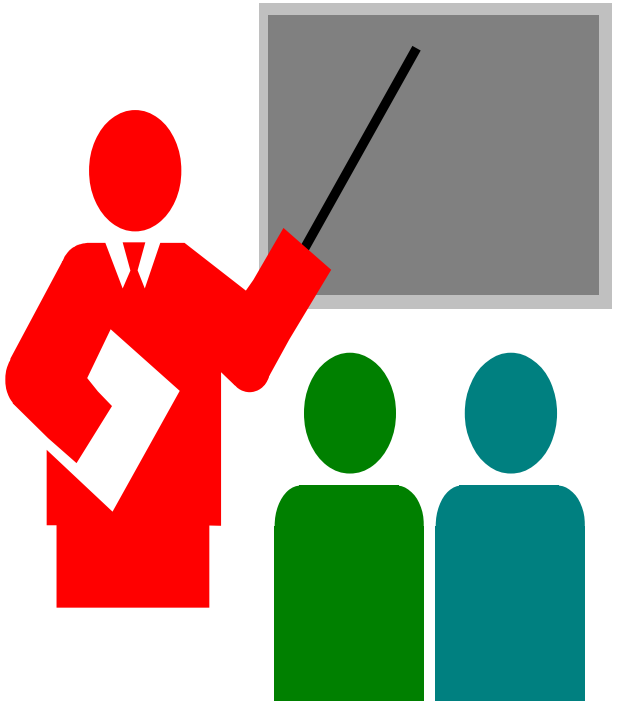
- Electrical :

  Receptacles

  Circuit breaker box

  Extension Cords (Gang Boxes)

  Energy Control (Lockout/Tagout)
- Emergency Lighting Inoperable
- Exits locked/Not Marked
- Eye wash Stations in need of servicing
- Hazmat (Improper storage, MSDS)
- Hilti Gun violations
- Housekeeping (Slips, Trips, Falls)



MOST FREQUENT VIOLATIONS

- Ladders
- Machine Guarding
- Pesticide Spraying
- PPE
- Respirator Program
- Split Rim Servicing
- Training
- Warning Signs
- Weight Load Testing
- Welding Cables